

To amend the increase to your current Ratio Adjustment Application, review and complete the following amendment form. Submit this form by mail to: Apprenticeship Manitoba, 100-111 Lombard Ave., Winnipeg, MB., R3B 0T4 or email: apprenticeship@gov.mb.ca or fax to: 204-948-2346. If you have questions regarding the application call: 204-945-3337.

NOTE: Request for an amendment to a ratio is applicable only if a ratio increase has been granted and within 90 days from the approval date. If this is the employers initial request, please complete the Ratio Adjustment Application.

Office Use Only

Apprenticeship Employer # _____
Ratio Application # _____
ATC Assigned _____
Date _____

Worksite Location: _____
Trade: _____

Employer Information:
(Please Print)

Business/Association Name		Contact Name (First)	(Last)	Position Held
Business Address		Town/City	Province	Postal Code
Business Phone	Cellular	Business Fax		Email

Ratio Adjustment Request:

We are requesting approval to register _____ additional apprentice(s) to train with the certified journey person(s) listed below, as per Section 11 of the *Apprenticeship and Certification - General Regulation*.

Name of Apprentice(s)	Apprenticeship#	Level	Journey person(s)/Designated Trainer(s)	Certificate/License#

Project Details:

Number of new apprentices required to meet work commitments:

Work Commitment	Start Date	End Date	Number of apprentices assigned to project	Number of journeypersons assigned to project

You are reminded that ratios of journeypersons/designated trainers to apprentices are in place for training purposes, and that any adjustment to this ratio does not reduce or lessen the employer's obligations to worker safety as directed by *The Workplace Safety and Health Act* or its attendant regulations.

Employer Application Declaration:

I, _____ do solemnly declare that all of the information provided in this application is true and accurate. If any of the above information changes, I will immediately notify Apprenticeship Manitoba in writing. Based upon the legal authority granted under The Apprenticeship Certification Act, if the Executive Director of Apprenticeship Manitoba is of the opinion that the holder of the Ratio Adjustment provided false or misleading information, the Executive Director may cancel or suspend the Ratio Adjustment. I understand that a person who knowingly contravenes a provision of the above Act is guilty of an offence and upon summary conviction is liable to pay a fine up to \$10,000.

Business Name: _____ Trade: _____

Name (print): _____ Position: _____

Signature: _____